



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 12/20/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 21 1972 488 JAN 21 '73									
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming Data & Inventory Bureau - Mapping & Drafting Branch Atlanta, Georgia	4. Person to Contact Steve Kasmerski									
		5. Working Title Ch. Cartographic Unit	6. Tel. No. 656-5361								
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>											
8. Earliest & Latest Dates of Series 1964 - To Date		9. Exact Series Title City Map File									
10. What is the function of the office in which this record series is created The function of the office in which this record series is created is to draft and revise all transportation maps for the Department. This includes not only highway maps, but maps for other modes of transportation as well. Reference copies of the maps are maintained for intradepartmental use and for sale to the general public.											
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to the drafting and updating of city maps. Included are: Mylar or linen originals Second originals Reduced negatives Full Scale Negatives The file is arranged alphabetically by city.											
ATTACH SAMPLES OF THE FILE											
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records									
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION								
Legal-size File Drawers			10								
Trays & Flat Files		200	Floor Space Occupied (Square Feet)								
			35								
			<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width:25%;">This Year's</td><td style="width:25%;">Last Year's</td><td style="width:25%;">Preceding Year's</td><td style="width:25%;">All Prior Year's</td></tr><tr><td style="text-align: center;">30</td><td style="text-align: center;">25</td><td style="text-align: center;">25</td><td style="text-align: center;">20</td></tr></table>	This Year's	Last Year's	Preceding Year's	All Prior Year's	30	25	25	20
This Year's	Last Year's	Preceding Year's	All Prior Year's								
30	25	25	20								
			AVERAGE DAILY REFERENCES								

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept Permanently ~~years~~

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

See rational for explanation of retention requirement.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☒ [X] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] Other

then:

Other:

Original: Hold in current files area until obsolete, superseded or no longer needed for reference. Place in inactive file. Cut off at end of calendar year. Retire to State Archives for permanent retention.

Second Originals: Hold in current files area until superseded; destroy immediately.

Reduced Scale Negatives: Hold in current files area until superseded; destroy immediately.

Full Scale Negatives: Hold in current files area until superseded. Transfer to State Record Center; hold five years; then destroy.

Attach Samples of the Series

Records Management Officer

Date 12/19/72

26. Recommendations

☒ [X] Approved ☐ [] Disapproved

Head of Agency/Designee

Date 12/19/72

in Paragraph

State

☒ [X] Approved ☐ [] Disapproved

Department of Audits/Designee

Date 1-2-73

25 are:

Records

☒ [X] Approved ☐ [] Disapproved

Secretary of State/Designee

Date 12-26-72

Committee

☒ [X] Approved ☐ [] Disapproved

Department of Law/Designee

Date 1-2-73

City Map File

Explanation of Yes Answers to Questions 14-23

14. Reference copies are distributed to Federal, State and local agencies, educational institutions and the general public.
23. The originals are updated every four years in conjunction with the updating of the county map originals. New negatives and second originals are made from the updated original. Originals are replaced only if there is a major revision of the map such as a change of scale or if the original wears out.

Rationale: This is a continuous record series that is updated regularly. Originals are updated every four years. Originals are replaced because of supersession or obsolescence. Negatives and second originals are not updated but are replaced by new negatives and second originals made from the updated original.

The originals are a valuable source of historical data. Originals show changes in the highway systems, city boundaries and cartographic techniques.

Presently if the originals were lost or destroyed it would be difficult to reconstruct the series. Filing the full scale negatives at the Record Center for five years after supersession would provide security copies of the maps in case the originals were destroyed. An original could be reconstructed from the negative and updated using current ground surveys and aerial photographs.